



CAREER OPPORTUNITY: Plans Examiner



STARTING RATE: \$44,170 to \$53,004 per year, based on qualifications

Overview:

The City of Wylie (pop. 45,000) is a rapidly growing city located in the northeast quadrant of the DFW metroplex. We seek a highly qualified individual to fill the position of Plans Examiner. Under the direct supervision of the Building Official, is responsible for reviewing building plans for compliance with city ordinances, building codes and state regulations in a timely and helpful manner.

The Plans Examiner reviews plans and specifications for residential and commercial projects to verify compliance with code requirements including quality of materials and methods of construction for footings, foundations, concrete work, framing, plumbing, electrical, mechanical, steel erection, masonry, zoning requirements, sign regulations and other construction work. Provides written directives for issuance of permits for residential and commercial construction. Coordinates with the fire department, planning department and the city engineer in routing the plans for review in their respective departments. Furnishes information to the public (citizens, builders, developers, architects and engineers) regarding the requirements of building codes, zoning and sign ordinances. Requires corrections be made when deficiencies exist and may assist builders, owners, and design professionals in determining how corrections are to be made to ensure conformance. Ensures accuracy when entering and maintaining plan review and building permit records into computer files. Calculates fees and costs relating to the issuance of permits. The primary role of this position is to deliver a high level of service in personal interaction with customers, both internal and external, while planning for the present and future of The City of Wylie.

Minimum Education, Experience and Certification:

Must have a high school diploma or General Equivalency Diploma. Minimum of two years of plan review experience, including commercial plans and/or single-family, or related education. This position requires the completion of NIMS training courses 100 and 700 upon hiring or within six months of employment/transfer/promotion. Valid Texas Driver License and maintain an insurable driving record.

I.C.C. Building Plans Examiner Certification, I.C.C. Electrical Plans Examiner Certification, I.C.C. Mechanical Plans Examiner Certification, I.C.C. Plumbing Plans Examiner Certification and the I.C.C. Residential Plans Examiner preferred or the ability to obtain certifications within the first twelve (12) months of employment.

To apply: Visit our website at www.wylietexas.gov to print an application. Mail or hand-deliver your application, resume and a cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.